

ALBION CENTRAL SCHOOL
Albion, New York
BOARD OF EDUCATION REORGANIZATION SUMMARY

TIME: 7:00 pm
DATE: Monday, July 7, 2014
PLACE: Ronald L. Sodoma Elementary School
Conference Room A
324 East Avenue
Albion, New York

I. Organizational Meeting - 7:00 pm

A. Board Clerk, Mr. Shawn Liddle, called the meeting to order at 7:00 pm.

B. Board Clerk, Mr. Shawn Liddle, swore in new board member, Mrs. Wendy Kirby who was elected to a five-year term and Mr. David Sidari, who was re-elected to a five-year term, at the May 20, 2014 Annual Budget Vote. (Mrs. Snyder was previously sworn in as her term began May 21, 2014.)

C. Election of President and Vice President

BOARD APPROVED the nomination of Mrs. Margy Brown as President of the Albion Central School District Board of Education.

BOARD APPROVED the nomination of Mr. Dibley as Vice President of the Albion Central School District Board of Education.

D. Administering of Oaths

Mrs. Brown conducted the remainder of the meeting.

Mr. Dibley was absent.

II. Organizational Business

A. Appointment of Designated Personnel for the 2014-2015 school year:

<u>Position</u>	<u>Personnel</u>
1. District Clerk	Shawn E. Liddle
2. Assistant Clerk	Sharon A. Lang
3. Purchasing Agent	Shawn E. Liddle
4. Treasurer of the District	Laura Marek
5. Assistant Treasurer and Assistant Purchasing Agent	Diane Stirk
6. Internal Claims Auditor	Michelle Deibel (\$35/hour)
7. Assistant Claims Auditor	Mary Ann Donnelly
8. District Tax Collector Deputy Tax Collector	Sharon LaDue (\$1,500 stipend) Laura Marek
9. School Doctor	Satya P. Sahukar, M.D.
10. Census Enumerator	Amy Castricone
11. Comptroller, Ex-Class. Act.	Designated Bldg. Principal
12. Treasurer, Ex-Class. Act.	Amy Castricone
13. Asst. Treasurer Ex-Class. Activities	Michele Powley MS Secretary
14. Auditor, Ex-Class. Act.	Sharon LaDue (\$1,000 stipend)
15. Payroll Certification Officer	Michael S. Bonnewell
16. Custodian of Petty Cash	Laura Marek
17. Chemical Hygiene Officer	Shawn E. Liddle
18. Records Management Officer/ Freedom of Information	Amy Castricone
19. Title VI and IX Compliance Officer	Mary E. Leto
20. Attendance Supervisors:	ES Principal MS Principal HS Principal
21. Independent Auditor	Raymond F. Wager, CPA, PC
22. Internal Auditor	TBD
23. Designation of Local Attorney for the District	Church & Church
24. Designation of Special Counsel for BOE	Osborn, Reed & Burke, LLP, David W. Lippitt, Esquire of Counsel
25. School Pesticide Representative	Superintendent of Buildings and Grounds

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|-----|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 26. | AHERA Local Educational Agency
(L.E.A.) designee | Shawn E. Liddle |
| 27. | Liaison for Homeless Children
& Youth | Mary E. Leto |
| 28. | Designated Official to Receive Court
Notification Regarding students'
sentence/adjudication and
juvenile delinquency proceedings | Michael S. Bonnewell |
| 29. | Designated Official to apply for
Grants in Aid | Michael S. Bonnewell |
| 30. | Board Designee to Determine Student Residency
Status per Policy 7130-Entitlement to Attend
- Age & Residency | Michael S. Bonnewell |
| 31. | Board Designee to Provide Absentee Ballots
To Qualified District Voters per Policy 1640
- Absentee Ballots | Cindy Ishmael |
| 32. | Adult Education Coordinator | Cindy Ishmael(\$2000 stipend) |
| 33. | ACSD Athletic Director | Randy Knaak |
| 34. | Incarcerated Youth Director | Patricia Morrisey |
| 35. | Acting Superintendent of Buildings
& Grounds | Shawn E. Liddle |

BOARD APPROVED Items II. A., (1-21 and 23-35)

- B. Designation of Banks for Deposit of Funds
- 1) Bank of America, Albion Office
 - 2) J.P. Morgan Chase
 - 3) First Niagara Bank, Albion Office
 - 4) Non-checking account investments of District monies will be with qualified commercial NY State chartered financial institutions authorized to do business with municipalities/school districts in the State of New York. Securities on repurchase agreements and certificates of deposit shall be held in a custody account.
- C. Authorization for use of a digital check signing facsimile.
- D. Authorization and approval of Bonds for District Treasurer, Tax Collector, \$1,000,000 each, and other employees of the District, \$100,000 on each employee.
- E. Designation of the THE DAILY NEWS (Batavia, NY) as the official newspaper for the School District.

- F. Authorization and approval of petty cash funds of:
- a) School District - \$75.00
 - b) Recreation Change Fund - \$30.00
 - c) Athletic Change Fund - \$100.00
 - d) District Continuing Education Program Petty Cash - \$30

G. Designation of regular monthly meeting date and time: First Monday of the month, except in May or when falling on a school holiday. Regular meeting to begin at 7:00 p.m.

Aug.	4, 2014	Feb.	2, 2015
Sept.	8, 2014 (2 nd Monday)	March	2, 2015
Oct.	6, 2014	April	13, 2015 (2 nd Monday)
Nov.	3, 2014	May	11, 2015 (2 nd Monday)
Dec.	1, 2014	June	1, 2015
Jan.	5, 2015	July	6, 2015

Dates to be published via a legal notice in the official District newspaper.

H. The Albion Central School Board of Education delegates to the chief administrative officer the authority to act as its agent with regard to Albion Central School's participation in the National School Lunch/School Breakfast/Special Milk Programs and to enter into on its behalf all contracts and agreements associated with said participation.

I. Establishment of mileage rate for 2014-2015 at current Internal Revenue Service rate.

J. Adoption of all existing board policies, regulations, codes, and plans.

K. Authorization to Require Medical Examinations

The Superintendent of Schools is authorized to require any employee(s) to submit to a medical examination to determine his/her fitness to continue employment. The Superintendent of Schools shall also be authorized to appoint and engage school physician(s) and make such arrangements as are necessary to effectuate this resolution.

L. Adoption of Check Charge

The Board of Education authorizes the Superintendent to impose a charge not to exceed twenty dollars (\$20.00) per check to any account owing the Albion Central School District where a tendered payment of such an account was returned for insufficient funds. Service charges shall be collected in the manner prescribed by law for the collection of the account for which the check was tendered. The Superintendent of Schools may require future payments by individuals to be tendered in cash or by certified or cashier's check.

M. Appointment of Staff on an Interim Basis

The Superintendent is hereby authorized to employ individuals on an interim basis until such time as the Board of Education is able to act upon a formal recommendation for appointment. Such interim appointments shall be considered temporary in nature.

N. Service Agreements

The Superintendent is authorized to enter into service agreements that are consistent with the mission of Albion Central School District, subject to the Board's approval of any agreements requiring an appropriation of funds.

O. Small Claims Actions

The Superintendent is authorized to commence or settle any lawsuits or prospective lawsuits for a sum of money that is or would be within the monetary jurisdiction of the small claims court.

P. Defense of Unemployment Insurance Claims

The Superintendent is authorized to decide whether to contest or settle claims for unemployment insurance pending before the Department of Labor.

Q. Workers' Compensation

The Superintendent and/or his/her designee are authorized to make decisions whether to contest or settle claims before the Workers' Compensation Board, consistent with the terms of the Municipal Cooperation Agreement among the members of the Workers' Compensation Consortium, of which Albion is a member.

R. Health Plan

The Superintendent and/or his/her designee shall be authorized to vote and otherwise act on behalf of the Albion Central School District with respect to all business pertaining to the Orleans Niagara Health Consortium Plan and the district Superintendent shall also have standing authority to delegate such responsibility to another Albion Administrator.

S. Records Retention

The Board of Education of the Albion Central School District resolves that Records Retention and Disposition Schedule ED-1, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods of local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed here. In accordance with Article 57-A

- a. only those records will be disposed of that are described in Records Retention and Disposition Schedule ED-1 after they have met the minimum retention periods described therein;
- b. only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

T. Cooperative Purchasing Resolution (authorizing the use of contracts bid and let by other governmental agencies)

The board of education authorizes the purchase apparatus, materials, equipment and supplies, and the contracting of services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any other political subdivision or district therein. The contract will be let in a manner that constitutes competitive bidding consistent with state law, and thus satisfy the requirement to locally bid the item or service. The contracts will include but not be limited to those filed with US Communities, The Cooperative Purchasing Network, Government Procurement Alliance, and National Joint Powers Alliance.

BOARD APPROVED Items II. B-T

III. The Albion Central School District Board of Education authorizes the Superintendent to send letters of reasonable assurance of continuing employment, for the purpose of complying with the Unemployment Insurance Amendments of 1976, to Albion staff whom Albion intends to employ during the 2015-2016 school year.

IV. Real Property Tax Law Sections 556 and 726

Resolved, by the Board of Education of the Albion Central School District, that the authority of the Board of Education pursuant to Real Property Tax Law Section 556 with respect to refunds and credits of real property taxes paid in the case of clerical error, unlawful entry, or error in essential fact, is hereby delegated to the treasurer, upon audit by the internal claims auditor, where the recommended refund or credit is \$3,500 or less: and be it further resolved, that applications for refund of taxes based upon a change in assessment by final order of a court in any tax certiorari proceeding, pursuant to Section 726 of the Real Property Tax Law, is delegated to the treasurer upon audit by the internal auditor, in an amount not to exceed \$3,999.

V. Correction of Tax Rolls

Resolved, by the Board of Education of the Albion Central School District, the District Clerk is hereby authorized to correct errors, on behalf of the Board of Education, on the tax rolls as recommended by Orleans or Genesee County, not to exceed the sum of \$3,999.

VI. Authorization for Superintendent Regarding Student Suspensions

Resolved, by the Board of Education of the Albion Central School District, the Superintendent may act on behalf of the Board of Education to reduce suspensions of students when deemed appropriate.

VII. Substitute Pay Rates:

Nonemployee Test Scorer Rate - \$25 per hour

TEACHING SUBSTITUTES 2014-2015 school year

Certified Instructors: A copy of NYS certification must be on file in the Central Office to qualify for payment at the following rates:

1. Daily Rate..... \$84.00 daily

Non-Certified Instructors:..... \$74.00 daily

Terms: 1 full day = more than four hours
1/2 day = up to and including four hours

Tutors: Certified Instructors..... \$25/hourly
Non-certified Instructors. . . \$20/hourly
Preparation Time..... \$10/hourly

Non-Instructional Substitutes:

Nurse.....\$16.00/hourly - copy of Valid License must be on file

Clerks/Typists.....\$8.75/hourly

Aides.....\$8.75/hourly

Cleaners.....\$8.75/hourly

Summer Workers.....1st year - \$8.00/hourly
(Labor Class) 2nd year - \$8.00/hourly

Lunchroom Monitors.....\$8.75/hourly

Teacher Assistants . . . \$9.00/hourly

VIII. CSE & CPSE Personnel Recommendations

ORLEANS COUNTY:

School District	Psychologist
Lyndonville	G. Robert Shiffer
Medina	Ann Marie Martillotta
	Leonard Petix

Dr. Brenda Bierdeman
Platt Street
Albion, New York 14411
585-589-2315

ERIE COUNTY:

Robert Warner Rehabilitation Center
A Unit of Children's Hospital of Buffalo
Psychological Educational Services
219 Bryant Street
Buffalo, New York 14222
716-878-7440

MONROE COUNTY:

Andrew J. Kirch Developmental Center
Strong Center for Developmental Disabilities
Golisano Children's Hospital
Box 671, 601 Elmwood Avenue
Rochester, New York 14642

Monroe II BOCES
c/o Tammy Schockow, Spencerport, NY 14559

Surrogate parent for the 2014-2015 school year:
Sarah Melancon
14156 Maple Street
Albion, New York 14411

Committee on Special Education for the 2014-2015 school year:

Jessica Beal, Chairperson
Mary Leto, Alternate Chairperson
Patrick Brawn, Psychologist
Eric Christiansen, Psychologist
Betsy Martel, Psychologist
Dr. Sahukar, Physician (attends only by parent or
Committee request)
Individual student (whenever appropriate)
Individual student's regular education teacher
Individual student's special education teacher and/or
related service provider
Individual student's parent(s)/legal guardian(s)

Individual parent representatives at parental request:

Jennifer Allchin
Peter Howes
Alice Mathes
Jamie Mathes
Sarah Melancon
Teresa Pawlak
Cassandra Ploessel

The Committee should also include an individual who can interpret the instructional implications of evaluation results, who may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may also be included.

Committee on Preschool Special Education for the 2014-2015 school year:

Mary Leto, Chairperson/District Representative
Jessica Beal, Alternate Chairperson
Linda Garrison, Municipality Appointed Representative
Individual student, whenever appropriate
(Individual student's) parent(s)/legal guardian(s)
(Individual student's) regular education teacher
(Individual student's) special education teacher and/or
related service provider

Individual parent representatives at parental request:

Jennifer Allchin Sarah Melancon
Peter Howes Teresa Pawlak
Alice Mathes Cassandra Ploessel
Jamie Mathes

In addition, an individual who can interpret the instructional implications of evaluation results may be a member of the team. This person may be selected from the following team members: the regular education teacher, the special education teacher/provider, or the school district representative described above.

At the discretion of the parent or the agency, other individuals who have knowledge or special expertise regarding the child, including related service personnel as appropriate may be included. At an initial recommendation meeting, a professional who participated in the evaluation of the child or an appropriate school district may be included.

For a child in transition from early intervention programs and services, the appropriate licensed or certified professional from the Department of Health's Early Intervention Program will be included at parent request.

BOARD APPROVED Items III. – VIII.

IX. Board of Education Committees and Assignments.

Mrs. Brown asked Board Members to contact her regarding Committees they wish to serve on. Committee assignments will be finalized at the August 4, 2014 Board Meeting.

X. Adjournment

BOARD APPROVED